





**TO:** State Workforce Innovation Council Chairperson  
Marion County Workforce Investment Board Chairperson and Director  
Regional Workforce Board Chairpersons  
Regional Operators  
Regional Coordinators  
All DWD Employees in WorkOne Centers and WorkOne Express Sites

**FROM:** Andrew J. Pence   
Commissioner, Indiana Department of Workforce Development

**THROUGH:** Mary Johnson   
Director of Human Resources

**DATE:** August 1, 2007

**SUBJECT:** DWD Policy 2007-06  
Dress Code for All Office Employees in WorkOne Centers and WorkOne Express Sites

### **Purpose**

All WorkOne office employees are expected to dress in a manner that is acceptable for a professional atmosphere. Our employees represent the Agency and the State to our clients and our colleagues, and our appearance should reflect professionalism and respect. It is our policy that employees will maintain the highest standards of cleanliness and grooming, and should present a neat, businesslike appearance at all times.

### **Rescission**

DWD Policy 2004-46, DWD Dress Code, issued June 29, 2005

### **Procedure**

The Dress Code is to be followed by all WorkOne office employees, including WorkOne partner employees. If an employee is inappropriately attired or groomed, management will inform the employee upon his or her arrival at work. If the employee's appearance is deemed inappropriate, the employee may be sent home without pay to take the appropriate corrective action and return to work. Employees can use paid time off to change into proper attire. Repeated violation of the dress code policy will be cause for disciplinary action up to and including termination.

## All WorkOne Office Employees

### Personal Grooming

All WorkOne office employees must be well-groomed and practice good personal hygiene. Hair should be clean and neatly arranged. Facial hair should be neatly trimmed. Eccentric hairstyles, facial hair, or hair color will not be permitted. Conservative earrings are acceptable for female employees. Earrings are not permitted for male employees. Other visible body piercing is not permitted. Tattoos on the body should be covered. Fingernails should be clean and neat and of an appropriate length; nail polish should be conservative.

### Footwear

All dress shoes, casual shoes and most sandals are permissible. Socks or hosiery should be worn as appropriate. Sandal thongs, flip-flops, tennis shoes and athletic shoes are not permitted. Exceptions pertaining to athletic shoes worn for medical reasons will only be effective when a physician issues a written statement to Human Resources regarding the reason and timeframe the employee must wear such footwear. In the event that the athletic shoes are authorized, they should be of a dark color.

### Headwear

Hats are not considered appropriate for the workplace and will not be permitted.

The Dress Code for all office employees in WorkOne Centers and WorkOne Express sites has been established to promote a professional, team atmosphere, and to provide high-quality customer service by making employees easily identifiable to our clients.

WorkOne employees are required to wear **solid white or royal blue tops** and **solid black, khaki or navy bottoms**. Shirt tails are to be worn tucked in as appropriate. All clothing is to be in good condition, meaning not faded and without stains or tears. Nametags will be worn at all times.

Appropriate Dress		Inappropriate Dress
Oxford-type button-up shirts Polo shirts Sweaters/Turtlenecks  **All shirts/sweaters are to be without advertising logos**	<b>Tops in solid white or royal blue only</b>	T-shirts or undershirts Tank tops Tube tops Halter tops Cropped tops Sleeveless Jerseys Muscle tops Sweatshirts Tight or revealing shirts
Slacks Skirts Jumpers	<b>Bottoms in black, khaki, or navy only</b>	Leggings, jersey or spandex Sweatpants or exercise pants Shorts, skorts, or split skirts Jeans or denim fabric of any color Low-rider or hip-hugger pants or skirts Capri, cropped, or stirrup pants Skirts of inappropriate length

\*Note, below are exceptions to this policy.

\*Exceptions: Employees in situations requiring more formal business attire (employees conducting or attending meetings, seminars, roundtables, etc, or those who have regular contact with other business professionals) should dress accordingly to represent the State as appropriate.

Formal Business attire consists of a suit, including a conservative shirt, jacket, tie, pants or skirt and may be worn in any color. For male employees, formal business attire includes a shirt and tie.

Business Consultants are required to be in formal business attire at all times.

**Review Date**

August 1, 2009

**Ownership**

Human Resources

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana 46204

Telephone: 317.232.7475

**Effective Date**

Immediately

**Action**

This Dress Code Policy is to be followed by all office employees in WorkOne Centers and WorkOne Express sites.